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Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)
FROM : Chief, Orientation and Briefing Division
SUBJECT: Report for Week 23-29 October 1952

DATE: 30 October 1952

I. INDOCTRINATION

1) On Monday, 27 October, 67 newcomers attended the Indoc-
trination Program. Arrangements were made so that []
[] (Chief, Specialized Recruitment) could attend the last
part of the program regarding the organization of CIA.

2) An invitation has been issued to [] (Acting
Chief, Personnel Relations Branch-0) to attend the program on
next Monday, 3 November, so that he may fully acquaint himself
with the content of what we do.

I. ORIENTATION

1) [] discussed the papers he had developed at the
suggestion of the DD/TR(G). These papers, in accordance with
the agreed arrangement, were then taken to []
(AD/OIC) personally by the Chief, Orientation and Briefing
Division. 25X1

2) The following individuals have agreed to participate on the
Orientation Program:

a)
b)
c)

d)
e)

[]

3) Dr. Sherman Kent (AD/ONE) gave whole-hearted approval for
[] to appear on the Orientation Program. 25X1

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25 YEAR
RE-REVIEW

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-2-

III. PRESENTATIONS

- 25X1 1) Rendered assistance to the Personnel Office and to [] Chief, Personnel Procurement Division, in particular prior to his special contribution on the biweekly presentation held on Wednesday, 29 October. These steps of assistance included check of the visual aids and recommendations as to method of oral delivery.
- 25X1 2) Talked to Mr. George Meloon, Personnel Director, regarding the subsequent contributions to be made by the Personnel Office after the presentation two weeks hence on Career Service. Mr. Meloon fully agreed that the Personnel Office would take advantage of this opportunity to tell its story to key persons of the Agency. I am sure that his determination is more firm after the wonderful job done by [] in covering the field of recruitment.

IV. BRIEFINGS

- 25X1 1) After discussion with [] of the Personnel Office regarding the kind of periodic organizational briefing which they were doing for their field recruiters who come to Washington from time to time, and after learning of their hesitancy to call upon us since they felt it would be an imposition to aid them in this regard, the Chief, Orientation and Briefing Division offered to render appropriate assistance if they so desired. The desire was met with a quick affirmative response, and on Wednesday afternoon, 29 October, a special organizational briefing of approximately one-half-hour was given to five field men who were accompanied by [] the Chief of Specialized Recruitment, and [], his Assistant. Their prime concern was to learn of organizational changes in past few months.
- 25X1 2) Presented special briefing program to the Foreign Service Institute Class of Junior Officers on Tuesday, 28 October. This program was conducted in our Orientations Room, and again they expressed their appreciation for having had the opportunity to be invited within our midst as our guests.
- 25X1 3) On Monday, 27 October, presented a 20-minute lecture on the

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-3-

"National Intelligence Estimate" to a group of Air Force Officers. This program was conducted in the conference room of the Administration Building.

V. SPECIAL

1) Received from the Director of Training his approved list of speakers to appear on the program of the Strategic Intelligence School. In keeping with his wishes, have been rounding up the speakers and following through on all organizational details to see that the program is conducted with the greatest degree of smoothness and efficiency. For example, have been in touch with the Strategic Intelligence School to see to it that they give the speakers more notice so that, in each instance, our designated representative will have an opportunity to meet with an officer from the staff of the School to find out more completely the context in which the particular presentation is made, e.g., how much of the subject has already been covered and how much is going to be covered by others so as to avoid duplication. A specific instance of this was the point made by Col. Lewis E. Perry, Assistant Commandant of the SIS, on the National Intelligence Surveys in which he expressed a wish to treat the historic part and then our designee, [redacted], would give the current implementation of the program.

2) At the suggestion of the Director of Training, arranged for [redacted]

[redacted] to talk to the Head of our Programs Division, [redacted]

3) Not only is a new air-conditioning unit being installed in the Orientations Room, but because of the splendid cooperation of the Technical Support Staff of the DD/P, we will have our speaker system within the Orientations Room put on a much more efficient basis.

4) Through the cooperation of [redacted] we expect to have a replacement next week for [redacted] whose last day of work with us was Tuesday, 28 October.

Chief, Orientation and Briefing Division

SM/lgb

lcc: Chief, Plans and Policy Staff, OTR

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